

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.  
 Region/Locality: Southeast Region  
 Period: 30 November - 27 December 2002

Activity Report					
Task	Locality	% Complete	Hours this task	Hours this period	Comments
<b>Active Tasks</b>					
<b>Project Reporting / Status Review</b>	Region	81%		<b>25.20</b>	
Prepared VA Wireless Services Board monthly report.			17.20		
Prepared revised scope of work for region at the request of the WSB			8.00		
<b>LEC / WSP Contact &amp; Coordination</b>	Region	72%		<b>16.00</b>	
Coordinated action by Verizon LEC to set installation dates for Surry County and Greenville County.					
Included conference calls and on-site meetings.			16.00		
<b>PSAP Strategic Planning</b>	Region	75%		<b>62.00</b>	
Project status updates to Greenville County, Southampton County, Isle of Wight County, Sussex County, and Surry County regarding Rockwell switch rehome, Verizon LEC trunks, and delivery of CPE by Verizon LEC.			16.00		
Reviewed efforts by Greenville County in fending off court action brought by Telpage. Provided advice as needed. No court date or action to date.			4.00		
Discussed and planned to work with City of Emporia and possibly Isle of Wight to begin Phase II implementation, as they had requested.			10.00		
Researched an issue identified at regional meeting. See attached position paper.			8.00		
Held regional status meeting on 12/10/02. See attached meeting minutes.			8.00		
Verified status of implementations at all PSAP's			16.00		
<b>True-up Assistance / Cost Recovery</b>	Region	99%		<b>5.25</b>	

Contacted all PSAP's to determine if any supplemental funding requests would be needed to prepared for FY04			5.25		
<b>CPE Assessment &amp; Assistance</b>	Region	70%		<b>2.00</b>	
Reviewed and updated database on PSAP contacts and equipment			2.00		
<b>Map / CAD Assessment</b>	Region	50%		<b>24.00</b>	
Met with vendor for City of Franklin mapping solution. Attended microData demo, researched and represented City's interests regarding GIS maintenance and data development.			12.00		
Coordinated with, and directed, MSAG Consultants, at the request of Southampton County, to get specifications and mapping solution proposal. Recommended to client that they put CAD and Eagle mapping onto separate network and server.			12.00		
<b>System Implementation Assistance</b>	Region	15%		<b>0.00</b>	
<b>Acceptance Testing</b>	Region	10%		<b>24.00</b>	
Conducted and/or coordinated call tests for Isle of Wight County, 12/4 & 20, Verizon Wireless and City of Emporia, 12/4 & 10, Verizon Wireless.			24.00		
			158.45	158.45	

### Completed Tasks

PSAP Assessments	Region				
			0	0	

### Issues of Importance / Accomplishments


--


**Project Management Monthly Activity Report**  
**Page 2 of 2**

**Southeast Region**

**30 November - 27 December 2002**